

Special Notice

Extend Your Payroll Schedules



School Employees Retirement System of Ohio

June 3, 2024

Don't Forget to Extend Your Payroll Schedules

With the end of FY2024 approaching, payroll schedules will be reaching their end date and will need to be extended.

Please be sure to extend any active payroll schedules before their end dates so that you will be able to upload contribution files without any issue.

Please remember to only extend payroll schedules that you are using.

Employer Services offers the following resources on how to extend payroll schedules:

- [How To: Extend a Payroll Schedule](#)
- [How To: Manage Payroll Schedules for a Three-Week Pay Period](#)
- [Video: eSERS tutorial on "Extending Payroll Schedules"](#)

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employerservices@ohsers.org
www.ohsers.org